 <p><b>CD-060200</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</p> <p>Courage Responsibility Ethics Dedication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE:</b> 10/30/87</p> <p><b>EFFECTIVE DATE:</b> 11/13/87</p>	<p><b>REVIEW/REVISED:</b> 03/09/15</p>
	<p><b>TITLE: Citizen Involvement and Volunteers</b></p>	

## AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended.
- B. Policy *CD-010100*.

## REFERENCE:

- A. ACA Standards 2-CO-1G-01 through 2-CO-1G-10, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standards 4-4115 through 4-4122; *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standards 4-APPFS-1C-03 thru 4-APPFS-1C-08, *Performance Based Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- D. ACA Standard 2-CI-1A-1, 2-CI-2B-1, 2-CI-6C-3, 2-CI-6C-4, and 2-CI-6C-6, *Standards for Correctional Industries*, 2<sup>nd</sup> Edition.

## PURPOSE:

To outline procedures for implementation of a program for citizen involvement and volunteers at all New Mexico correctional facilities and contract facilities; and to establish guidelines governing the recruitment, selection, orientation, training, and supervision of volunteers and Faith Representatives for faith and citizen programming within the NMCD. Participation shall be limited only by documentation showing a threat to the safety of staff, inmates, or other persons involved in such activity, or that the activity itself disrupts the security or good order in the facility. Programs and observances shall be accommodated, within available time and space, unless an overriding compelling governmental interest exists. [4-4517]

## APPLICABILITY:

All inmates and employees involved in programs related to the activities of volunteer workers, Deputy Warden of Programs or Programs Coordinator, Chaplains, Coordinator of Faith-based Programs, and all volunteers.

**FORMS:**

- A. **Application for Volunteer** form (*CD-060201.1*) (2 Pages)
- B. **Automobile Insurance Coverage** form (*CD-060201.2*)
- C. **PPD Volunteer Program Application for Admission** form (*CD-060202.1*)
- D. **PPD Volunteer Program Biographical Data** form (*CD-060202.2*)

**ATTACHMENTS:**

- A. **Volunteer Job Description** Attachment (*CD-060201.A*)
- B. **ACA Code of Ethics** Attachment (*CD-060201.B*) (2 Pages)
- C. **Guidelines for Volunteers** Attachment (*CD-060201.C*)
- D. **Statement of Understanding** Attachment (*CD-060201.D*)
- E. **Volunteer Program Sign-In Sheet** Attachment (*CD-060201.E*)
- F. **Volunteer Training Attendance and Accountability Sheet** Attachment (*CD-60201.F*)
- G. **NMCD Handbook for Volunteers** Attachment (*CD-160201.G*) (7 pages)
- H. **PPD Pledge for Maintaining Confidentiality** Attachment (*CD-060202.A*)
- I. **PPD Waiver of Liability** Attachment (*CD-060202.B*)
- J. **PPD Code of Ethics Acknowledgement** Attachment (*CD-060202.C*)

**DEFINITIONS:**

- A. Religious Representative: A duly ordained and authenticated representative of a legitimate religious practice who has been recommended by a staff chaplain and approved by the Warden.
- B. Immediate Family Member: An inmate's legal spouse; natural parents; adoptive parents; stepparents or foster parents; grandparents; brothers and sisters; and children, natural or adopted, stepchildren or grandchildren, natural or adopted. The term does not include an inmate's aunts, uncles, or cousins unless a bona fide foster relationship exists, nor does it include persons with a common-law relationship to an inmate.
- C. NCIC: (National Crime Information Center) a Federal Bureau of Investigation computerized index of criminal justice information.
- D. Proselytize: To convert or persuade.
- E. Volunteers: Persons who donate their time and effort to enhance the activities and programs of the New Mexico Corrections Department. They are allowed to serve as volunteers on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religious activities, advisors, interpreters, etc.

**POLICY:**

The New Mexico Corrections Department shall encourage constructive citizen involvement within the framework of security of the institutions and volunteer service programs to generate a wide variety of services for inmates, ex-inmates, and their families, including serving as advisors, mentors, interpreters, and similar direct service roles. **[2-CO-1G-01]**

- A. The facility Program Coordinator or designee in charge of programs will evaluate the volunteer programs annually. **[2-CO-1G-10]**
- B. There shall be a senior staff member who is responsible for administering and operating the NMCD citizen involvement and volunteer service program and their lines of authority, responsibility, and accountability. **[4-4115] [2-CO-1G-02] [2-CO-1G-03]**
- C. Written agency policy shall govern the recruitment, selection, orientation, training, and supervision of volunteers. **[2-CO-1G-04]**
- D. The screening and selection of volunteers shall allow for recruitment from all cultural and socio-economic parts of the community. **[4-4116] [4-APPFS-1C-05]**
- E. There shall be an official registration and identification system for volunteers. **[2-CO-1G-06] [4-4117]**
- F. A criminal background check shall be conducted on all volunteers who have direct, unsupervised contact with inmates. **[2-CO-1G-05]**
- G. Volunteers may perform professional services only when they are certified or licensed to do so. Religious Representatives from recognized nonprofit religious organizations are not considered providers of professional services, unless so specified in their application. **[4-4118]**
- H. Each volunteer shall complete an appropriate, documented, orientation and/or training program prior to assignment and as needed. **[2-CO-1G-07] [4-4119] [4-APPFS-1C-06] [2-CI-6C-6]**
- I. Volunteers and interns shall agree in writing to abide by all facility policies, particularly those relating to the security and confidentiality of information. **[2-CO-1G-08] [4-4120] [4-APPFS-1C-07]**
- J. Industry volunteers shall comply with state and federal workplace regulations and encourage a safe and diverse workplace. **[2-CI-6C-4]**


- K. Industry volunteers shall be made aware of contraband policies. **[2-CI-2B-1]**
- L. Industry volunteers shall acknowledge in writing that they have reviewed facility health, safety, and work rules, ethics, regulations, and conditions of employment and related documents. **[2-CI-1A-1] [2-CI-6C-3]**
- M. A current schedule of volunteer services shall be made available to all inmates and shall be posted in appropriate areas of the institution. **[4-4121]**
- N. There shall be a provision for volunteers to contribute suggestions regarding the establishment of policy and procedure for the volunteer services program. **[2-CO-1G-09] [4-4122]**
- O. Probation and Parole shall provide for volunteer and intern involvement in programs. **[4-APPFS-1C-03]**
- P. The PPD volunteer citizen involvement program includes a system for recruitment, selection, training, term of service, termination of service; and definition of tasks, responsibilities, accountability, and authority of volunteers and interns. **[4-APPFS-1C-04]**
- Q. The agency provides indemnity against liability or tort claims in the form of insurance, or other legal provisions valid in the jurisdiction, when authorized by law. **[4-APPFS-1C-08]**



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/09/15  
Date

 <p><b>CD-060201</b></p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;">"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</p> <p style="text-align: center;">Courage Responsibility Ethics Dedication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
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	<b>TITLE:</b> Citizen Involvement and Volunteers	

**AUTHORITY:**

Policy *CD-060200*

**PROCEDURES: [2-CO-1G-04] [4-APPFS-1C-04]**

**A. Staffing:**

1. The Director of Recidivism Reduction, or his or her designee, will provide Central Office volunteer coordination through the "Volunteer Coordinator". He or she will be ultimately responsible for the overall operation, oversight, and evaluation of the volunteer coordination for all state and private facilities in New Mexico and probation/parole offices. The initial responsibility for handling issues will continue to be the respective facility's or probation/parole office's, with the liaison only handling issues that have not been resolved at the initiating level. Each facility will provide a contact person for the liaison. Region Managers will be the contact for probation and parole matters. **[2-CO-1G-02] [4-4115]**
2. At the institutional level, the Deputy Warden of Administration, Programs Coordinator, or Chaplain will be responsible for the implementation and overall operation of a citizen involvement and volunteer service program for inmates. **[2-CO-1G-02] [4-4115]**
  - a. A continuous program of recruitment, training, orientation, and supervision will be carried on to ensure maximum use of community resources in the volunteer program.
  - b. The supervisor of the area in which the volunteer will be working (i.e., education, religion, etc.) will be the direct supervisor of the volunteer with lines of authority going up through the Deputy Warden of Programs, Programs Coordinator, Chaplain, and Warden. **[2-CO-1G-03]**

- B.** Volunteers are to be recruited from all cultures and socio-economic segments of the community, provided that those selected have a positive and constructive approach to their assignment and offer no security problem to the institution. [4-4116] [4-APPFS-1C-05]
- C.** Citizen Involvement shall include roles as advisers, interpreters between the program and the public, in direct service roles, and in cooperative endeavors with offenders under supervision. [4-APPFS-1C-03]
1. The selection process shall be similar to that of selecting staff, and diligent effort will be made to obtain necessary information about each applicant. Each applicant shall be officially identified and registered. [2-CO-1G-06] [4-4117]
  2. The **Application for Volunteer** form (*CD-060201.1* (2 Pages)) and the **Automobile Insurance Coverage** form (*CD-060201.2*) must be completed and submitted to the Deputy Warden of Programs, Programs Coordinator, or Chaplain.
  3. The applicant's name, social security number, date and place of birth, and States lived in will be given to the appropriate office for processing through NCIC. [2-CO-1G-05]
  4. The **Volunteer Job Description** Attachment (*CD-060201.A*) shall be prepared for each volunteer position.
  5. The supervisor of the area in which the volunteer will be working, (e.g., education, religious programs) will personally interview the volunteer before final acceptance.
  6. Except as required by law, no volunteer's personal information (e.g. home address, personal telephone numbers, personal e-mail address, SSN, etc.) shall be released to anyone outside the New Mexico Corrections Department without prior written authorization from the volunteer.
  7. Proselytizing is not allowed. Volunteers and/or Religious Representatives observed proselytizing will be suspended or terminated.
- D.** At the Warden's discretion, former inmates may qualify as volunteers if they meet the following criteria:

1. The individual has been discharged from probation/parole for at least three (3) years preceding the application for volunteer work. Ex-inmates who have an exemplary record of conduct in the community and who have not been discharged from probation/parole for at least three (3) years preceding application for faith-based volunteer work may apply for a special waiver to be considered on a case-by-case basis. The final decision for granting a special waiver will be made by the Warden;
  2. NCIC reflects no recent arrests or convictions of the former inmate within the five years preceding the application for Volunteer work;
  3. The individual has a recent history of volunteering with recognized programs and has positive recommendations from those programs; and
  4. The individual has the approval of the Facility Warden and the Director of Adult Prisons Division in consultation with the facility.
- E.** Within thirty days, those applicants who are not approved as volunteers should be notified in writing by the Warden or his/her designee. The applicant will also be notified as to their option to appeal the Warden's decision.
1. No individual who is an immediate family member of an inmate incarcerated at the facility where the volunteer seeks to serve as a volunteer will be accepted as a volunteer.
  2. No individual who has been found to submit false or inaccurate information on his or her application will be accepted as a volunteer.
  3. Any volunteer who has or develops a relationship with an inmate other than that required for the specific program for which approval was granted as a volunteer will be denied or removed from volunteer status.
  4. Volunteers denied or removed from volunteer status may appeal their removal to the respective Warden of the facility after six months and request to be reinstated on a probationary status for six months. Volunteers on probationary status may be reinstated after satisfactorily completing the six-month probation with approval from the Warden, Programs Coordinator, and Chaplain.
- F.** All applications for approved volunteers should be kept on file by the Deputy Warden of Programs, Programs Coordinator, or Chaplain.
1. Applications should be reviewed annually to ensure that information is current, and services are being offered in accordance with the purpose of the volunteer programs.

2. Any volunteer who fails to provide services for three consecutive months may at the discretion of volunteer supervisors have his or her name removed from the approved volunteer list, and must re-apply before re-entry into the institution.
- G.** Volunteers who have worked at an institution for at least six months, or who have a position of special responsibility (leader/sponsor of a group, assistant chaplain, etc.), shall be issued an institutional identification badge and will be processed as a staff member after obtaining such identification. The institutional identification badge shall remain the property of the institution. Institutional identification shall only be issued after the successful completion of all initial training and orientation and must be displayed at all times while on the grounds of any institution.
- H.** Orientation and training, appropriate to the nature of the assignment, shall be provided to each volunteer prior to assignment and as needed. Volunteers should, at a minimum, receive an additional 2 hours of training annually. Orientation must be completed before an ID badge is issued and before entering any facility for first time. **[2-CO-1G-07] [4-4119] [4-APPFS-1C-06] [2-CI-6C-6]**
1. Attendance will be documented and kept with the application on file using the **Volunteer Training Attendance and Accountability Sheet** attachment (*CD-060201.F*).
  2. All volunteers will receive a copy of the **ACA Code of Ethics** attachment (*CD-060201.B*), the **Guidelines for Volunteers** attachment (*CD-060201.C*), the **Statement of Understanding** attachment (*CD-060201.D*) and a Handbook for Volunteers in Corrections in New Mexico.
  3. The orientation session should address the history, policies, and regulations of the institution, as well as an overview of inmate needs, attitudes, and misconduct, and the goals of the Department. The training must be completed prior to assignment.
  4. Volunteers serving at more than one NMCD state or private facility are required to attend one annual orientation and training session at a facility convenient to them. The volunteer must request the Facility Volunteer Coordinator (usually the Chaplain) to supply a copy of the following documentation to other NMCD facilities where the volunteer serves: Approval of NCIC clearance, required certification of attendance of training/orientation, and complete final required documentation (NMCD Application for Volunteer etc.). The volunteer is responsible for contacting the Volunteer Coordinator at each separate facility to receive any unique instructions or policies appropriate to that facility. Upon acceptance and notification by the Facility Warden or designee, a facility volunteer I.D. Badge will be issued for that facility.



5. Volunteers shall be made aware of contraband policies and shall acknowledge in writing that they have reviewed facility health, safety, and work rules, ethics, regulations, conditions of employment, and related documents. [2-CI-1A-1] [2-CI-2B-1] [2-CI-6C-3]
  6. Short-term or one-time volunteers may require less intensive orientation per the evaluation of the Deputy Warden of Programs, Programs Coordinator, or Chaplain and a review of the application form. (One-time visits shall be reviewed for approval on a case-by-case basis by the facility Warden or his or her designee.)
- I.** Identification of all volunteers will be mandatory, and a system of identification for each volunteer will be established. A master list of all volunteers will be kept in a Central Office database, made available to all facilities, and updated quarterly. [2-CO-1G-06] [4-4117]
1. A continuing clearance list of all volunteers should be prepared and posted at the first entrance of the facility, and should be updated as necessary.
  2. The officer at the first entrance (e.g., Control Center Officer, Front Entrance Officer) will request and obtain the volunteer's driver's license, or other government-issued identification, in exchange for the colored visitor pass. This pass should permit the volunteer to circulate without an escort at all Level I and Level II facilities as necessary for the discharge of responsibilities associated with the volunteer assignment. Upon leaving the institution, the volunteer will surrender the visitor's pass, pick up his or her personal picture identification, and depart.
  3. Institutional identification badges shall be issued to those volunteers who have completed training, orientation, and have been fingerprinted, cleared, and approved by the Warden. Volunteers who are issued an I.D. badge are responsible for the security of the badge, and will maintain it in their possession. I.D. badges remain the property of the institution and must be surrendered upon demand.
  4. One-time volunteers require only the approval of the Warden or designee. One-time volunteers who enter as part of a large activity, e.g., concert, tournament, revival, etc. will give their name, address, date of birth, and social security number to the institutional supervisor of that activity at least two weeks before the scheduled event. All clearances will be at the discretion of the Warden.
  5. All volunteers are required to sign a **Volunteer Program Sign-In Sheet** attachment (*CD-060201.E*) when entering the institution.

- J.** Volunteers will respect and comply with all institution policies, especially as they apply to confidentiality of records or other privileged information and security practices. Volunteers must read and sign the **Statement of Understanding** attachment (*CD-060201.D*). **[2-CO-1G-08] [4-4120] [4-APPFS-1C-07]**
- K.** Industry volunteers shall comply with state and federal workplace regulations and encourage a safe and diverse workplace. **[2-CI-6C-4]**
- L.** Volunteers providing professional services must have proof or certification of their qualifications. The Deputy Warden of Programs or Programs Coordinator will supervise a program that ensures that volunteers cite their credentials or otherwise demonstrate their professional competency. **[4-4118] (See Guidelines for Volunteers, No 4, attachment (CD-060201.C)).**
- M.** The Warden may, with appropriate reasons, limit, postpone, place on probation, or discontinue the services of any volunteer or volunteer organization. Rationale for any such action will be provided in writing to the volunteer and his or her organization. The volunteer and his or her organization may request an evaluation of circumstances leading to limitation, postponement, placement on probation, or discontinuance of their services after six months. The Warden at his or her discretion may reinstate the volunteer or volunteer organization after the volunteer or volunteer organization successfully completes the terms of a probationary evaluation period. The terms of a probationary period shall be established by the Warden.
- N.** A current schedule of volunteer and religious services will be posted in the Chapel, and current schedules of available inmate volunteer programs will be posted throughout the institution to include inmate living units, dining halls, Captain's office, Education Program, gymnasium, or any place where inmates are programmed. **[4-4121]**
- O.** Any volunteer, who manifests any evidence of having possession or being under the influence of intoxicants (alcohol or inhalants) or drugs, as determined by the shift commander or duty officer, will not be allowed entry into the facility. Any future visits will require the approval of the Warden. Should a volunteer contest that he or she is not under the influence of intoxicants, he or she may be allowed an appropriate test at the facility for a definitive determination.
- P.** Volunteers may contribute suggestions through the Deputy Warden of Programs, Programs Coordinator, or Chaplain for additions, deletions, or substitutions to this policy, and will be notified as to the result of the suggestion. **[2-CO-1G-09] [4-4122]**

- Q.** The name of the Central Office Coordinator of Volunteer Services will be added to all standing clearance lists of all institutions so that this person may enter as necessary to discharge the responsibilities of the office.
- R.** Facility review and evaluation of the volunteer program will be conducted annually by the facility staff member in charge of programs. **[2-CO-1G-10]**
- S.** The Deputy Secretary for Administration, Deputy Secretary for Operations, and the Director of Recidivism Reduction may approve special volunteer leaders being issued a Central Office ID for state and private prison access to support Department volunteer initiatives.
- T.** Insurance coverage is statutorily provided by the Risk Management Division (RMD) of the General Services Department for all state agencies and local public bodies under NMAC 1.6.5.1. Additionally, no state agency may procure any kind of insurance coverage other than through the RMD (NMAC 1.6.5.3). All NMCD insurance coverage shall include at a minimum:
- Worker's compensation;
  - Civil liability for employees;
  - Liability for official vehicles; and
  - Public employee blanket bond.

**[4-4041] [2-CO-1B-11] [1-CTA-1B-09] [4-APPFS-1C-08]**



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/09/15  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Application for Volunteer**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ Occupation: \_\_\_\_\_

Have you ever been convicted of a felony? ( ) Yes ( ) No

Have you ever been convicted of a misdemeanor? ( ) Yes ( ) No

**(Ex-offenders are not necessarily excluded from participating as volunteers.)**

Experience you have as a paid employee related to the field of corrections: \_\_\_\_\_

\_\_\_\_\_

What training have you had related to the field of corrections? \_\_\_\_\_

\_\_\_\_\_

What are your special interests, skills, or hobbies? \_\_\_\_\_

\_\_\_\_\_

Will you be providing professional services? ( ) Yes ( ) No

If yes, please describe the scope of services and attach all appropriate credentials. \_\_\_\_\_

\_\_\_\_\_

What community or religious organization do you represent? \_\_\_\_\_

Their Address: \_\_\_\_\_

Name of responsible director/pastor of this community/church organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ (May we contact this person?) \_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Application for Volunteer**  
**(Continued)**

Volunteer job title for which you are applying: \_\_\_\_\_

How many hours can you serve weekly, what hours do you prefer, and on what days of the week?  
Number of hour's per-week: \_\_\_\_\_ what hours: \_\_\_\_\_ What Days: \_\_\_\_\_

How flexible is your schedule? \_\_\_\_\_

Would you be willing to furnish transportation to inmates/residents and their families? \_\_\_\_\_

What attracts you to corrections work? \_\_\_\_\_  
\_\_\_\_\_

How do you feel about people who are in a corrections facility? \_\_\_\_\_  
\_\_\_\_\_

Name to contact in an emergency: \_\_\_\_\_ Number: \_\_\_\_\_

Next of kin: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Other individual: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**PLEASE LIST THREE PERSONAL REFERENCES:**

	Name	Address	Phone	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

.....  
☐ Approved                      ☐ Disapproved                      ☐ Request more information

\_\_\_\_\_  
Deputy Warden of Programs or designee                      Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

☐ Approved                      ☐ Disapproved                      ☐ Request more information

\_\_\_\_\_  
Warden or designee                      Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Automobile Insurance Coverage**

This is to certify that I have adequate automobile liability insurance while providing transportation to inmates, residents, and/or their families.

My motor vehicle is insured according to the New Mexico Mandatory Financial Responsibility Act with:

(Company) \_\_\_\_\_

Policy Number: \_\_\_\_\_

Volunteer: \_\_\_\_\_ / \_\_\_\_\_  
(Print) (Sign) Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Volunteer Job Description**

**Job Title:**

**Purpose:**

**Minimum Qualifications:**

**Time Required:**

**Length of Commitment:**

**Training Provided:** Volunteer Training/Orientation conducted by: \_\_\_\_\_  
Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Responsible To:** Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

**Benefits:**

\_\_\_\_\_  
Facility Coordinator of Volunteer Programs

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Date

Institutional I.D. badge was issued on \_\_\_\_\_ and authorized by \_\_\_\_\_.  
Date Warden

## **ACA CODE OF ETHICS**

### *AMERICAN CORRECTIONAL ASSOCIATION*

#### Relationships with clients/colleagues/other professions/the public --

Members will respect and protect the civil and legal rights of all clients.

Members will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.

Relationships with colleagues will be of such character as to promote mutual respect within the profession and improvement of its quality of service.

Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.

Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.

Subject to client's rights of privacy, members will respect the public's right to know, and will share information with the public with openness and candor.

Members will respect and protect the right of the public to be safeguarded from criminal activity.

#### Professional conduct/practices --

No member will use his/her official position to secure special privileges or advantages.

No member, while acting in an official capacity, will allow personal interest to impair objectivity in the performance of duty.

No member will use his/her official position to promote any partisan political purposes.

No member will accept any gift or favor of such nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities.

In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of the agency.



**CODE OF ETHICS**  
(Continued)

Members will be diligent in their responsibility to record and make available for review any and all case information that could contribute to sound decisions affecting a client or public safety.

Each member will report, without reservation, any corrupt or unethical behavior which could affect either a client or public safety.

Members will not discriminate against any client, employee, or prospective employee on the basis of race, sex, creed, religion or national origin.

Members will maintain the integrity of private information; they will neither seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone not having proper professional use for such.

Any member who is responsible for agency actions will make all appointments, promotions, or dismissals only on the basis of merit and not in the furtherance of partisan political interests.

.....  
**Acknowledgement**

I Acknowledge that I have read, or have had read to me,  
and understand all of the above.

Volunteer: \_\_\_\_\_ / \_\_\_\_\_  
(Print) (Sign) Date

Social Security #: \_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Guidelines for Volunteers**

1. You are working in a Department facility program to provide the service specified in your Volunteer Agreement. Do not do anything else. Do not make phone calls, give or lend money or do favors for inmates or residents. Do not mail anything for inmates or residents. There are Department policies governing inmate mail, phone calls, and possession of money.
2. Since you are to provide a specific service, you will not be helping if you get involved in the internal affairs of the institution.
3. You are not an advocate for inmates. It is better for the inmate to learn to work through administrative procedures for grievances and complaints.
4. Do not provide professional counseling or legal advice unless you are contracting for that particular service. These kinds of services require professional credentials.
5. At no time shall a volunteer transport anything from the outside to the inside of a facility without prior written authorization from the Warden or designee. If you need supplies or equipment transported for a class, ask for staff assistance.
6. Leave all cell phones, purses, bags, and money in your car and have your car locked at all times.
7. At no time shall a volunteer transport anything from the inside of the facility to the outside for any reason without prior written authorization from the Warden or designee. Even if you are asked to take notes out, or anything that appears insignificant, it could be counter-productive to rehabilitation.
8. If for any reason you cannot be available at the time expected, please let your contact person at the institution know.
9. Do not bring in friends or other volunteers to help you without previous approval.
10. You are responsible for complying with the rules and regulations of the institution in which you work.
11. You are required to respect the confidentiality of records and privileged information you may have access to as a volunteer. You have an obligation to report any information you may obtain relating to the life and safety of inmates or staff to the Coordinator of Volunteer Program and Services.
12. You are expected to conduct yourself in a professional and proper manner at all times; intimate contact and gestures are prohibited, i.e., embracing (of a romantic nature) and kissing.

Social Security #: \_\_\_\_\_

## NEW MEXICO CORRECTIONS DEPARTMENT

## Volunteer Program Sign-In Sheet

**FACILITY**\_\_\_\_\_

DATE: \_\_\_\_\_

**PRINT NAME**

**SIGNATURE:**

**PROGRAM:**

**TIME IN:**

### TIME OUT:

[illegible]

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Volunteer Training Attendance and Accountability Sheet**

DATE:	PRINT NAME	SIGNATURE:	SOCIAL SECURITY #	TIME IN:	TIME OUT:

TRAINING WAS CONDUCTED BY: \_\_\_\_\_

## **NEW MEXICO CORRECTIONS DEPARTMENT**

### **NMCD Handbook for Volunteers**

#### **I. CONDUCT AT THE PRISON FACILITY**

##### **A. Know your Volunteer Coordinators**

The Volunteer Coordinator (VC) (usually the Chaplain) serves as the liaison between your group and the prison administration. This staff person is the individual appointed by the prison administration to oversee all aspects of the community volunteer program. This would include approving individuals to be volunteers, scheduling volunteer activities, generating clearance memos, setting up, and providing training.

The working relationship between your group's coordinator and the prison's Volunteer Coordinator is vital to the successful implementation of your service. Communication, to the extent possible, should always be between the group coordinator and the VC. This single point of contact model allows for clear communication and eliminates the problems associated with trying to coordinate the same activity through several different people. The VC already works with dozens of different group leaders. Communicating with many members of the same group can lead to confusion, miscommunication, and unnecessary tension. Let your group coordinator work with the VC, and then your group coordinator can relay information to all members of the group.

##### **B. Know your schedule**

Do not try to gain access into the institution when you are not scheduled to be there. Institutions have very rigid daily schedules. Most must use the same space to provide many different programs. Trying to squeeze in additional un-scheduled activities on short notice is very difficult and may be impossible.

##### **C. Plan ahead**

If your group must make changes to its schedule work with the VC as far ahead of time as possible. The VC will need to review existing schedules, generate new clearance memos, and advise inmates. All require time.

##### **D. Be on time**

- Be there prior to the time you are scheduled to start your program.
- Remember it takes time to be checked into the facility and get to the program area. Facilities frequently must hold staff on overtime to oversee activities. If you're late, there may not be a staff member available to run the program when you arrive.
- Come as a group. The facility may not have the staff resources to keep admitting stragglers.
- Time is also important to the inmate, as he has been assigned to a specific activity within a specific time frame. If the volunteer is late or does not come at all, the inmate loses out on an activity to which he was probably looking forward to with much anticipation. Building and maintaining a stable level of trust with correctional staff and inmates is crucial to the success of your program.

##### **F. Entering the facility and security clearance checks**

- Prisons are supposed to be difficult to get in and get out of. This is necessary to maintain a safe and secure environment for inmates, staff, and the public.
- You must be on a pre-approved clearance list.
- Your personal ID will be viewed and held by the facility.
- Your keys may be held by the facility.
- You may be asked to clear a metal detector so plan ahead. Having clothing with excessive metal parts, jewelry, etc, will delay your entry into the facility.
- Anything you bring will be searched.
- You will be escorted to and from the program area.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**NMCD Handbook for Volunteers**  
**(Continued)**

**F. What to bring**

- Bring only the materials approved by the institution for the program.
- Bring your government-issued picture ID (Driver's License).

**G. What not to bring**

- Do not bring large amounts of money.
- If you must bring prescribed medication, only bring the quantity you need to take while at the facility. Be sure to check with your VC and find out if you will be able to have the prescription on your person while on the prison grounds.
- It is a felony to introduce contraband into the facility.
- No knives, guns, belt tools (Leatherman or similar).
- Tobacco
- Gum
- Literature not approved for your program.
- If you're not sure, consult with your program leader.
- Don't bring in anything that has not been approved in advance.
- Cell phones are **not** permitted inside the institution (secure them in your vehicle).

**H. How to dress**

- Your appearance will determine how facility staff, inmates, and peers ultimately receive you.
- Obey the facility dress code.
- Dress conservatively. Tee shirts with appropriate sayings or pictures are usually acceptable.
- No shorts, dresses hemmed above the knees or with thigh-high slits.
- No low-cut or see-through blouses
- No spandex
- No sweat suits
- No clothes full of holes
- No excessive or expensive jewelry. If you lose it while at the prison, it will most likely never be recovered.

**I. Don't come to the prison if you have been drinking alcohol**

**J. Obey facility staff**

Facility staff will provide periodic monitoring of your program. Even the best-run facilities have problems from time to time. A situation may occur that requires the facility to be locked down. If during your program a staff member comes and advises you to end your program, you must leave and follow the directions of the staff member. Immediately obey him/her. Don't argue. Do whatever the staff instructs you to do. Your safety and the safety of others may depend on your quick compliance.

**K. Accountability**

- Be accountable for your behavior at all times.
- Fulfill the obligation of your program only.
- *Be professional, respectful, and courteous to prison staff, inmates and other volunteers and their programs always.*
- Don't be the catalyst for a problem that may lead to you and your volunteer team being denied access to the facility.

## NEW MEXICO CORRECTIONS DEPARTMENT

### NMCD Handbook for Volunteers (Continued)

#### II. DEALING WITH OFFENDERS

Many persons who are incarcerated have had more than their share of frustrations in their lives. Most have experienced repeated failure and are, at least on the outset, suspicious of any offer of assistance or guidance from others whom they do not know.

Working with prisoners cannot be reduced to a “cookbook” form. Much will be left to the good judgment of the volunteer. The following guidelines provide a frame of reference for the volunteer in relating to the inmate. Your following the rules will help you gain the inmate’s respect and at the same time provide a solid foundation for a positive relationship. Your failure to follow the rules puts you on the list of those in their past who could not be trusted and have added to their share of frustrations.

##### A. Be yourself

- There is no need to establish a façade or to create some kind of special status for yourself in relationship to the offender.
- Express your feelings genuinely.
- An honest and unmasked expression of feelings is one important way for the volunteer to show concern.

##### B. Set boundaries early in the relationship

- Set the parameters or boundaries of the relationship from the beginning.
- Identify what you will and will not do.
- Make clear what is appropriate and what is not appropriate and will not be tolerated.
- Make sure both you and the inmate are clear regarding these boundaries and stick to them. Inmates will test these boundaries on a regular basis. Don’t be surprised when you are asked to do something that clearly violates these boundaries. When this happens, immediately re affirm the boundaries with the inmate. If you do not, the inmate will know he or she can manipulate you.

##### C. Mean what you say

Never make a promise unless you’ve thought it through first and are prepared to carry it out. The inmate will test you, call your bluff, and see if you will deliver. This is an important part of an inmate’s process of learning to trust you, which will come slowly in any case.

It may be useful and wise to talk to your Volunteer Coordinator before you mention the idea to the inmate or agree to do anything for him/her.

##### D. Respect

Respect is the key toward developing a positive and rewarding relationship with the inmate. He or she will not be open with you until he or she respects or trusts you. Conversely, you must respect the inmate’s individuality and basic rights as a human being. There is no room for narrow prejudices or feelings of superiority. Respond to the inmates needs and interests, not your own. Your volunteer service is to provide encouragement to those in prison who appreciate the positive influence of outside friends and not vice-versa.

##### E. Be supportive, encouraging, and friendly, but firm

It is part of your job to be honest and objective, disapproving when it is warranted, as well as praising, supporting, and encouraging when that is warranted.



## NEW MEXICO CORRECTIONS DEPARTMENT

### **NMCD Handbook for Volunteers** (Continued)

#### **F. Win respect for yourself**

The inmate will never respect you until it is clear that you cannot be conned or manipulated. The inmate's manipulations may be expressed in requests for you to influence others, bring contraband in, take something out, or pass a message. Never be shy about saying "NO" to a request you really do not want to grant or you know is clearly against the rules. The request may be for something that is borderline, and may seem insignificant. Tell the offender you will check to see if it's all right, and then ask for guidance from the appropriate official.

(Remember those boundaries. Stick with them.)

#### **G. Do not use personal physical contact**

Volunteers should refrain from making physical contact with offenders other than a handshake at beginning and end of sessions. Though personal contact such as a hug may be a seemingly harmless gesture, offenders frequently misunderstand the meaning of the contact and may interpret the gesture as affection.

Handshakes only,  
No Hugging,  
No Kissing,  
No touching of any kind other than handshake,  
Avoid being alone with a prisoner of the opposite sex. Stay with your group.

#### **H. Do not ask an inmate why he or she is incarcerated**

Let the inmate tell you in his or her own time about the offense committed, the family left behind, or any other personal matters.

Be forewarned, some day the inmate may talk about his crimes and past. Do you really want to know? Will what he or she tells you change your opinion of him or her?

#### **I. Accept the inmate**

Accept the offender as an individual who is no better and no worse than anyone else. To pigeonhole or categorize a person is, in a way, to dehumanize a person.

#### **J. Be patient**

Don't expect overnight miracles. When things have been going wrong for years and years for a person, things cannot be corrected in a few weeks or months. The positive effects of your relationship with the offender may not have a decisive effect until long after you've stopped working with the person.

#### **K. Expect Hostility**

There will be a time when an offender, overwhelmed by troubles, will confront you with hostility. At such times, do not force conversation upon the person and above all do not respond in a hostile, sarcastic, or anxious manner. Do not act shocked. Retain your composure. Ignore the hostility or withdraw for a while, and chances are that person will regain his or her composure.

## **NEW MEXICO CORRECTIONS DEPARTMENT**

### **NMCD Handbook for Volunteers** **(Continued)**

#### **L. Don't expect thanks**

You may not receive thanks or any expression of gratitude from the offender. He or she may feel it, but may not know how to express gratitude. They may actually feel embarrassed by it. You may never hear "thank you", but in the long run your efforts will be appreciated, probably more than you or anyone else will ever know. Enjoy knowing this person. Don't be inhibited about laughing and having fun with the offender. They need this, and it can be one of the real pleasures of your volunteer work.

#### **M. Don't be misled by flattery**

Sometimes the supposed gratitude, "you're the only person that will listen to me" is the first step towards getting you to do something that you should not do.

#### **N. Don't make assumptions**

Just because it may sound reasonable, doesn't mean it is. If you're not sure, "check it out" with your group coordinator or the staff person in charge of supervising your program.

#### **O. Do not get involved in facility/ department internal affairs**

##### **Do not become an advocate for the inmate**

- An inmate may want to tell you how the correctional staff is abusing them, or how they are being deprived of some item or privilege. Offenders will frequently voice complaints, either real or imagined to anyone they think might be able to assist them get what they want. There are many internal avenues of relief for an inmate who believes he or she is being abused or mistreated. The inmate needs to use the internal avenues at the prison and bring the problem to light by going through the appropriate channels.
- The best course of action would be to listen to the inmate and then remind him/her of the purpose of your program. Reestablish boundaries and recommend that he or she consider using the inmate grievance system.
- As a volunteer you are there to provide a specific service. It will not be helpful if you become an advocate for the inmate and become involved in the day-to-day affairs of the institution. Check with your program leader and the Volunteer Coordinator if you are not sure about how to deal with the situation.

#### **P. Confidentiality of information**

- What you talk about with the offender is between you and the offender. You may be able to overlook what the offender has done in his or her past, but others in your group may not. Keeping confidentiality boundaries can be a way of gaining the offender's trust and respect.
- Confidentiality has its limits. If an offender tells you something that leads you to believe the life and or safety of another is in jeopardy, you have an obligation to report it to your Volunteer Coordinator as soon as possible. In a prison setting, offenders will tell you about pending violence or dangerous activities hoping you will tell the administration. By going through volunteers, family, or others they avoid potential problems of becoming a "snitch" in other inmates' eyes because they themselves did not tell the administration.

## NEW MEXICO CORRECTIONS DEPARTMENT

### NMCD Handbook for Volunteers (Continued)

#### III. THE CON AND CON GAMES

Information is power to the inmates. Inmates will try to learn personal things about you. Some may generally want to know you as a person, but others are seeking information and looking for an angle to exploit or manipulate you or your family, or even threaten you if you don't do what they want.

Con games start out very subtle and innocent. They just want someone to write to when they are feeling down. The letters or cards will be innocent at first, asking for nothing. Then one day they may ask you to buy them something simple like maybe some greeting cards so they can write you. If you give in to their requests, they have you. The requests will get bigger and will eventually become demands. When you try to back out they will threaten to inform on you and tell you how much trouble your going to be in.

The best thing you can do is not to give personal information to them. This applies to both working with the offender in prison and after release.

##### **A. Do not bring in anything to the facility that has not been approved**

###### **Do not play middleman by passing along, notes, letters, conversations, etc. for inmates**

Don't take anything out or bring in anything for offenders. There are rules, procedures and processes for everything. Inmates know them better than most staff. If they are asking you to circumvent the system, it probably means they are up to something and you had better beware.

##### **B. The safety zone—more Do's and Don'ts**

Respect these safeguards and the likelihood of problems will be minimal.

- 1. Do not provide the inmate with your home address or phone number.**
- 2. Do not advise an inmate of your place of work, address, or phone number. (*Consider being unlisted in the phone book. Most correctional professionals are unlisted*).**
- 3. Do not give names or addresses of family or friends.**
- 4. Do not discuss personal or family life or problems with the inmate.**

The inmate should know as little about you as possible. This personal information is not necessary to fulfill the mission of your program. You are not supposed to be "On call" to the inmate. If they don't know where you live or work they can't seek you out.

##### **C. What to do if the inmate gets your personal information**

Reaffirm your boundaries.

Don't accept collect calls from within the prison. If you get them, note the date and time you received the call, then call the prison. NMCD can block the phone calls.

If the inmate does call, refuse the call or hang up during the recorded warning.

Be firm in your conviction to follow the prison rules governing volunteer conduct.

Advise your program leader and the Volunteer Coordinator. You cannot be accused of any wrongdoing if everything you do is in the open.

##### **D. Report on others that break the rules**

If a member of your volunteer team violates the volunteer program rules, the two of you should report it to your team leader, who will then work with the Volunteer Coordinator to take whatever remedial action is necessary. Volunteers who do not follow the rules discredit the program. They could also be placing themselves in a situation where they may actually be harming themselves and the inmates they thought they were trying to help.

## NEW MEXICO CORRECTIONS DEPARTMENT

### NMCD Handbook for Volunteers (Continued)

#### Prison Volunteer Guidelines Inventory Sheet

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_ Facility: \_\_\_\_\_

1. Your Volunteer Coordinator is: \_\_\_\_\_
2. He/she can be contacted at phone #: \_\_\_\_\_
3. Entering the facility.
  - a. Remember to bring a valid: \_\_\_\_\_
  - b. Do not bring in \_\_\_\_\_ that has not been approved in advance.
4. Obeying facility staff:

If during the course of your program a staff member comes and advises you to end the program, you must \_\_\_\_\_ and follow the \_\_\_\_\_ of the staff member.
5. Dealing with inmates.


List three keys for building a positive relationship with an inmate.

  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

-Win respect for yourself. Never be shy about saying “\_\_\_\_\_” to a request you do not want to grant or you know is already against the rules.  
-Do not become a \_\_\_\_\_ for the inmate.  
-Keeping confidentiality boundaries can be a way of gaining the inmate’s trust and \_\_\_\_\_.
6. Don’t bring anything \_\_\_\_\_ or take anything \_\_\_\_\_ for inmates.
7. Do not provide inmates with your \_\_\_\_\_ or \_\_\_\_\_ number.
8. Be firm in your conviction to follow the prison \_\_\_\_\_ governing volunteer conduct.
9. My group coordinator’s name is: \_\_\_\_\_.

I understand that I am to coordinate my volunteer service through my group coordinator. My group coordinator is the contact person for our group with the prison Volunteer Coordinator.
10. I have read and understand the volunteer Handbook and pledge to follow its guidelines regarding my conduct as a volunteer with NMCD.

Volunteer Signature: \_\_\_\_\_

 <p><b>CD-060202</b></p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i></p> <p style="text-align: center;"><b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE:</b>           02/21/94</p> <p><b>EFFECTIVE DATE:</b>   02/21/94</p>	<p><b>REVIEW/REVISED:</b>   03/09/15</p>
	<p><b>TITLE:   Citizen Involvement and Volunteers</b></p>	

**AUTHORITY:**

Policy *CD-060200*

**PROCEDURES:**

**A. General:**

1. District Supervisors or, if applicable, the Volunteer Services Coordinator shall be responsible for initiating a volunteer program within the parameters outlined in this procedure. Generally volunteers can be utilized in every phase of the Division's operations.
2. The District Supervisor or his or her designee shall make every effort to recruit qualified volunteers to the Division. Recruiting, selecting, and training qualified citizens as volunteers without regard to race, creed, religious affiliation, and/or social-economic status. Potential volunteers shall complete the **Volunteer Program Application for Admission** form (*CD-060202.1*).
3. Volunteers may be used to perform functions not in conflict with the goals and objectives of the agency.
4. All volunteers working less than 40 hours per week should receive training appropriate to their assignments. Volunteers working the same schedule as full-time paid staff should receive the same training as full-time staff.
5. Upon learning that a citizen has an interest in volunteering services to the Division, the District Supervisor shall screen the applicant and determine whether the applicant has a sincere interest and the ability to provide services. If the applicant is not selected, the District or Unit Supervisor will advise him or her in writing of the reasons for rejection.
6. After a volunteer has been selected, the District Supervisor will advise the applicant of the specific tasks that he or she will be assigned. These tasks will be reduced to writing as part of the agreement that the volunteer will execute prior to beginning the training phase.

- a. One copy shall be furnished to the volunteer, one will be maintained in the district office, and one copy forwarded to Central Office Probation and Parole Division personnel.
- b. The initial training phase will consist of training in the general orientation to the agency and its mission, the population with which the agency works the responsibility and authority of the volunteers, and instruction regarding offender-volunteer relationship.
- c. Volunteer shall be advised of issues regarding the confidentiality of their work and shall be bound by policies and procedures of the Probation and Parole Division, the Corrections Department and the laws of New Mexico.
- d. District Supervisors are responsible for assuring that policies regarding confidentiality are met by securing written acknowledgment and agreement to abide by them from volunteers on the **Pledge for Maintaining Confidentiality** attachment (*CD-060202.A*). District Supervisors are also responsible for ensuring that a Criminal History records check is performed on any citizen who is being considered for a position as a volunteer.

**B. Volunteers Shall Not:**

1. Provide professional services such as giving legal advice or therapeutic counseling unless the volunteer possesses the appropriate licenses or credentials, and have undergone a thorough check of background and professional education by the district supervisor.
2. Be reimbursed for expenses incurred as a result of tasks performed while in the program.
3. Accrue annual or sick leave benefits.
4. Be entitled to mileage or per diem.
5. Operate state-owned vehicles.

**C. Volunteer Responsibilities:**

1. The Division is not responsible for injuries the volunteer receives, as a direct result of his or her duties while in the program, and the volunteer will be required to sign a **Waiver of Liability** Attachment (*CD-060202.B*).

2. Volunteers are subject to all codes, statutes, and regulations governing Probation and Parole Division and its staff. However, volunteers may be terminated from the program by the Director at any time and without advance notice. Volunteers do not have the right to appeal.
3. Volunteers do not exercise the same authority as do full-time Probation and Parole Officers, but under the direct supervision of a Probation and Parole Officer and with the approval of the Probation and Parole Officer may perform all duties of a Probation and Parole Officer, except issue arrest orders; provided that the volunteers will not participate in searches, arrest, apprehension, or detention of any Probation and Parole Division offender. Nor will the volunteer collect any fees or money from a Probation and Parole Division offender.
4. Individuals interested in participation as a volunteer in the Probation and Parole Division shall submit a completed **Volunteer Program Application for Admission** form (*CD-060202.1*) and a **Volunteer Program Biographical Data** form (*CD-060202.2*) to the district where the volunteer would like to do volunteer work and will acknowledge having read the Code of Ethics by completing a **Code of Ethics Acknowledgement** attachment (*CD-060202.C*).

**D. Volunteer Files:**

1. A file shall be maintained on the volunteer at the district office which shall contain copies of all documents and reports concerning or by the volunteer.
2. When a volunteer terminates their services or their services are terminated by the division, the district office shall forward all original documents to the personnel officer at the Probation and Parole Division Central Office. Further, the District Supervisor shall prepare a summary report of the work performed by the volunteer and an evaluation of the volunteer's abilities to perform that work and forward it to the personnel officer at the Probation and Parole Division Central Office.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/09/15  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT  
PROBATION AND PAROLE DIVISION  
Volunteer Program Application for Admission**

NAME: (Last Name First) \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

CURRENT ADDRESS: Street Address, City, Zip Code) \_\_\_\_\_

PERMANENT ADDRESS: (if different from current address) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EDUCATION HISTORY: \_\_\_\_\_

College or University:

NAME AND LOCATION	DATE ATTENDED	MAJOR	TOTAL SEMESTER HOURS

**OBJECTIVES OF VOLUNTEER PROGRAM PARTICIPATION**

(Use additional paper if necessary)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

DESIRED LENGTH OF PROGRAM: \_\_\_\_\_

(Specify number of weeks and hours per week you plan to participate in the program.)



**NEW MEXICO CORRECTIONS DEPARTMENT**  
**PROBATION AND PAROLE DIVISION**  
**Volunteer Program Biographical Data**

Information from this section is used only for the purpose of research and program evaluation. It has no bearing on admission to the program.

A. Social Security Number: \_\_\_\_\_

B. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month, Day, Year)

C. Sex:        Male \_\_\_\_\_ Female \_\_\_\_\_

D. Ethnic Background: \_\_\_\_\_

A = American Indian

B = Anglo

C = Black

D = Mexican/Spanish surnamed

E = Oriental

E. CURRENT COLLEGE OR UNIVERSITY (If attending): \_\_\_\_\_  
\_\_\_\_\_

F. EDUCATIONAL LEVEL: \_\_\_\_\_

G. Semester/Quarter Hours Completed: \_\_\_\_\_

H. Declared Major: \_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**PROBATION AND PAROLE DIVISION**  
**Pledge for Maintaining Confidentiality**

I, \_\_\_\_\_, hereby state that I fully agree to maintain confidentiality of all records and information both written and verbal, which pertain to Parolees, Probationers, and other Probation and Parole offenders.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT  
PROBATION AND PAROLE DIVISION  
Waiver of Liability**

I hereby understand that I am not an employee or agent of the State of New Mexico and that I have no authority to act on behalf of the State of New Mexico.

I will receive no compensation or benefits from the State.

I will participate only under direct supervision of a Corrections Department employee.

I hereby agree to indemnify and hold harmless the Corrections Department and the State of New Mexico for any of my acts or claims related to the Volunteer Program.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**PROBATION AND PAROLE DIVISION**  
**Code of Ethics Acknowledgement**

I, \_\_\_\_\_, acknowledge I have read and understand the New Mexico Corrections Department Code of Ethics and recognize its violation or failure to comply may result in termination from the program. I further acknowledge that I have reviewed facility work rules, regulations, and conditions of employment and related documents and recognize that I must abide by the same criteria, although I am a volunteer.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date